

Events & Fundraising Organizer

Kids Cancer Care

The Kids Cancer Care Foundation of Alberta is passionately dedicated to helping young people affected by cancer and their families survive and thrive in body, mind and spirit. With a vision of providing *a cure for every child and care for every family*, Kids Cancer Care strives to end childhood cancer, while easing the pain and suffering of the disease through three essential program areas: 1. Camp and Outreach; 2. Research and Hospital; and 3. Education Support and Scholarships.

At Kids Cancer Care, we consider it an honour and privilege to do the work we do. We get to help deserving children and families and we get to see our community at its finest — volunteering, donating, hosting fundraisers and helping others.

We love our work and we love the children and families we serve. We take our jobs seriously, but we don't take ourselves too seriously. We pride ourselves on having a fun, vibrant and sometimes quirky team that works, laughs, cries, eats, plays and celebrates together.

We value different perspectives, innovative thinking and flexibility. We like to surround ourselves with creative, kind and passionate people and we encourage all qualified persons of any ability, gender, ethnic background or origin to apply. We believe in the power of diversity and are dedicated to creating a diverse, equitable and inclusive environment. We ensure equal opportunity for all applicants and encourage people of all visible minorities to apply.

To protect the health and safety of our community, employees of Kids Cancer Care must provide proof of double vaccination against COVID-19.

For more information on Kids Cancer Care and our work, please visit us at kidscancercare.ab.ca.

Career Opportunity

This is an eleven-week temporary part-time position (June 27 – September 7) working three days each week and reporting to the Events and Community Relations Manager. This position requires working in the office. This is not a remote working position.

The Position

The role of fundraising assistant will actively engage in the fundraising activities of Kids Cancer Care's revenue development team. Tasks include assistance with the execution of community group-led events and Kids Cancer Care signature events. Events are hosted throughout the province and include golf tournaments, Stampede events and more. This role offers Kids Cancer Care's expertise and experience for community events and ensures adherence to rules, such as those of Alberta Liquor Gaming and Cannabis.

Key Areas of Responsibility

In accordance with approved Kids Cancer Care policies and procedures, the Fundraising Assistant will be responsible for the following areas:

Cycle Challenge

- Post regularly on Strava with event updates and to keep participants engaged
- Assist in the planning of the event celebration at Camp Kindle
- Contact local businesses for draw prize donations
- Attend post event celebration at Camp Kindle on July 23 and assist in necessary tasks

Dad & Daughter Gala

- Solicit donations for loot bags
- Solicit donations for silent auction
- Assist with researching and securing entertainment and vendors
- Order SWAG and other event materials
- Pick-up items relating to the Dad and Daughter Gala, including SWAG, rentals and auction items

Community Fundraising

- Attend community fundraising events on behalf of Kids Cancer Care
- Represent Kids Cancer Care in the community
- Opportunity for public speaking at community fundraising events
- Reach out to potential new community fundraising partners (AKA cold calling)

General responsibilities

- Assist with various database clean-up and updates, under the guidance of the database administrator
- Be aware of the needs of young people with a history of cancer and their families
- Ensure that the policies and guidelines of Kids Cancer Care are adhered to
- Contribute positively to Kids Cancer Care by working well with all staff, volunteers, parents, and community partners
- Represent Kids Cancer Care when speaking with the public
- Actively work to develop personal and professional skills
- Familiarize yourself with Kids Cancer Care's policies and procedures
- Drive the foundation vehicle as needed

Qualifications

- Must be returning to post-secondary studies by November 1, 2022
- Previous office experience is desirable
- Experience in not-for-profit would be considered an asset
- Must provide a current Level II Criminal Records Check, which includes vulnerable sector
- Valid driver's license and reliable vehicle

Industry Knowledge

- Competent with Microsoft Office and CRM databases an asset

- Work on required materials for events such as formatting documents on Word/Adobe, creating signage, assembling information packages and more
- Excellent oral and written communication skills are required to communicate with community partners, vendors and to solicit donor support
- Able to make cold calls
- Experience and comfort with public speaking
- Ambitious and enjoy building relationships in the community
- Outgoing, self-motivated, and excellent people skills
- Strong organizational and prioritizing skills and the ability to think creatively

Closing Date

Applications will be accepted until Tuesday, June 7, 2022.

Applications

Please send a cover letter and resume with Events & Fundraising Organizer in the subject line to:

Renée MacTavish
Events and Community Relations Manager
mactavish@kidscancercare.ab.ca

Kids Cancer Care Foundation of Alberta
5757 4th Street SE
Calgary, Alberta
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Note: Please only apply by email to the email address above. We are grateful to everyone who applies, but only candidates selected for an interview will be notified.